

Understanding the Recruitment Process: Evaluation, Interviews, References

Evaluation of Applications

After the closing date of the vacancy and depending on the volume of applications received, candidates meeting all the requirements for the job will be contacted to undergo an interview or pre-interview test within two to six months. Applications are evaluated in terms of experience, education and skills.

If it is determined that you are not eligible or only meet some or none of the requirements for this particular job, you will receive an email notification within 12 months of the vacancy closing date. In this case, you should not be discouraged but apply for other jobs for which you are qualified.

Interviews

Interviews can take place either via video conference, skype, telephone or in person. You will be notified in advance of the time, duration and means and/or place of the interview. Interviews are carried out by a panel of three to six staff members who will assess your skills and ask questions in order to learn more about your attributes, skills and behavior. Interviews are usually held in English, however certain questions may be asked in an Official FAO Working Language indicated in your profile in order to assess your language skills.

Selection notification

Based on all the findings of the various evaluation and assessment stages, a pool of qualified candidates is recommended for selection. Such a recommendation is reviewed by a review committee, composed of staff and management representatives, which make sure that the applicable procedures were followed correctly and that all applicants were considered in a fair, transparent and objective manner.

After the review committee has endorsed the recommended candidates, a selection decision is made by the head of the department for normally one individual, or if several positions are available, for the corresponding number of vacancies to fill.

If you are the selected candidate, you are informed immediately that you have been selected.

If you are not included in the pool of candidates recommended for selection, you will be so informed at the appropriate time.

Understanding Reference Checks

Appointment at FAO is subject to satisfactory and complete verification of academic qualifications and employment verification. If you are a candidate under close consideration, reference checks will be conducted and you will be notified accordingly. Regarding academic qualifications, only applicants with academic qualifications from accredited (officially recognized) universities or institutions are considered eligible. As for the employment verification, if you had indicated in your application that you have objections to contacting your current employer, this employer is not contacted until you have actually been selected for and you have confirmed your interest in a position.